6001 Pelican Bay Blvd # 200
Naples, Florida 34108
E-mail: support@grosvenorofpelicanbay.org
Office: 239.597.2418

RULES AND REGULATIONS FOR CONTRACTORS

Application for Renovation & Architectural Review

(Allow 30 Days for Board Approval)

Date: _____

Owner(s) Name: _____ Unit #_____ Phone Number: _____

Read thoroughly and completely fill out this form. Return pages 1 & 6 to above email address
DO NOT STAPLE ANY PAGES

Description of the scope of work for this project:

_____

_____

_____

Proposed start date: _____/_____/_____ Proposed completion Date: _____/_____/_____

General Contractors: Submit all the following forms to the email address above. (If possible, all forms should be submitted in one composite email through the general contractor).

ANY ALTERATIONS TO THE ORIGINAL APPROVED DRAWINGS MUST BE RE-SUBMITTED TO THE ARC FOR GROSVENOR BOARD APPROVAL. ALL CHANGES MADE WITHOUT THE APPROVAL OF THE GROSVENOR ARC ARE SUBJECT TO REMOVAL AT THE EXPENSE OF THE OWNER/CONTRACTOR.

- **A Florida licensed contractor must furnish specifications and a sketch of the work to be performed with this application.**
- **Copy of Florida contractor's license**
- **Copy of all required permits**
- **Certificate of Insurance, mailed or emailed to the Grosvenor for General Liability and Workers' Compensation Insurance**
- **Full Size Drawings/Plans**
- **Pelican Bay Foundation Construction Guidelines and Project Application**

Contractor's Name: _____ Contact: _____ Phone #: _____

Contractor's Company Name: _____

Email Address: _____

Please Note: The Association may require its engineer to review plans and specifications as part of the approval process. The cost of engineering services is required to be paid by the Unit Owner prior to work commencement.

- **ALL CONTRACTORS AND SUBCONTRACTORS MUST SIGN IN AND OUT AT LOWER GARAGE ACCESS**

Access to the unit for this work project is under the control and full responsibility of the unit owner.

All projects, remodeling and/or construction must be registered with, and approved by the Grosvenor Management Office prior to the commencement of any project. The following items are required:

- Architectural approval forms must be presented 30 days prior to commencement of the project, except for emergency repairs
- Drawings and details must be included as to the type of project, along with start and completion dates
- Contact information for the contractor or representative that will be coordinating the project must be provided
- A list of all vendors that will be on site during the project
- Include vendor's license, proof of insurance and worker's compensation
- The project may be delayed until all the proper documents have been received and approved

PARKING: All contractors MUST park in the service parking area without blocking the drive or the service area. Due to limited parking, vendors may need to carpool. Parking will be strictly enforced.

ALL UNIT RENOVATION PROJECTS: **WEEKDAYS - 8:00AM to 5:00PM - May 1st - October 31st.**

LARGE DELIVERIES: All large deliveries MUST be completed by 3:00pm.

ENTRY TO THE BUILDING: The vehicle(s) must park in vendor designated areas. Contractors must not block entrances to the building, service roads or service elevators without prior permission. All workers must enter the building at the lower-level garage service area located on the right side of the building. The vendor then must sign in upon arrival and sign out when leaving for the day.

ALL CONTRACTORS / VENDORS:

- Work Hours: 8am - 4pm
- **Park** in the **service parking lot**
- **Use lower service entrance – 8am – 4pm (on right side facing building)**
- **Press call button by door for access**
- **Sign in** at the lower-level garage entrance table
- Use **Service elevator** only
- **OVERSIZED DELIVERIES:** (Furniture, windows, mattresses, etc) Come to the front desk and request the elevator be locked open for you. **Do not attempt to load without locking**, or you may be held responsible for the repair costs.
- To pick up the key, come to the lobby front desk.
- **Clean up** any debris created in the common area and service elevator before departure
- **Sign out** upon departure

NO VENDOR ENTRY IS PERMITTED THROUGH THE FRONT GLASS DOORS or GLASS ELEVATORS.
These are for Unit Owners' use ONLY

ELEVATORS: All Contractors MUST use the service elevator only. Do not use private glass elevators. Do not prop or hold open. **All large elevator deliveries** MUST notify the management office in advance of their arrival and must be completed

no later than 3:00 PM. Maintenance will lock the elevator door open for all large items to prevent damage to the elevator's system. You will be held responsible for the repair invoice by ignoring this rule.

UNIT ACCESS:

- If the Unit Owner is on site, they are responsible for opening and closing the unit for their vendors
- If Unit Owner has a Home Watch or Housekeeper, they would be responsible for opening & closing
- To provide vendor access to a unit, the homeowner must email the office from their personal email address in advance of the arrival and request that the vendor be provided with a unit key.
- All keys MUST be returned to the front desk by the end of each day.
- The person opening the unit is responsible for locking up by the end of each day
- Our staff will not be responsible for opening a unit or staying on site during any project or repair
- The Building Manager maintains the right to make periodic inspections

DAMAGE PROTECTION: Contractor MUST cover the floors - **wall to wall from service elevator to unit** for protection against damage. Grosvenor carpet is to be protected by Masonite boards laid from the unit owner entrance to the service elevator – NO GAPS. No other means of protection is accepted. 4' x 8' sheets are recommended. All planks must be picked up and stored in the unit at the end of each workday unless permission has been given by management. Vendors are to **clean up all debris** they have created in the hallways, elevators, or outside areas **DAILY**. **Report all spills or damage to the office immediately. Any contractor causing damage to any of these areas will be responsible for the cost of repair/replacement. This includes repainting AND recarpeting all damaged floors, walls, doors, etc. NO TAPE IS PERMITTED ON THE COMMON AREA CARPETING AT ANY TIME OR FOR ANY REASON.**

TEMPORARY DUMPSTERS and FENCING may be permitted with prior approval from management – all areas around the dumpster MUST be kept neat and orderly by the vendor at all times. No trash is ever to be left around the dumpster area. **ONLY EMPTY DUMPSTERS MAY BE LEFT OVER THE WEEKEND.** No overflowing dumpsters are permitted any at time. Dumpsters and fenced areas are for the use of the contractor that paid for them. No other vendors shall use another vendor's dumpster without prior approval from the owning vendor and must meet the same guidelines as the owning vendor.

SAWING/CUTTING : All sawing must be done inside the unit. No sawing of any kind is to be done in any parking area. If sawing is done on balconies, the owners' screens MUST be covered with plastic and securely fastened from floor to ceiling to prevent any particles from escaping to owners below.

MATERIALS BROUGHT ONSITE: All materials, tools and supplies must not be left in the garage or parking areas overnight. Anything left overnight may be confiscated and permanently removed at the expense of the vendor.

MATERIAL DELIVERIES: Supplies and other types of deliveries need to be coordinated through the management office to ensure there is space available with no conflict with other vendors and/or residents.

WORKSPACES: Work preparations are not permitted to take place on exterior lanais (i.e. mixing of paints, mud, grout, etc.). No work is permitted in the garage or hallways.

WASTE DISPOSAL / TRASH CHUTES: Grosvenor Trash chutes are **NOT** to be used by vendors for any reason. Vendors are responsible for disposing of all material waste ***off-site*** *on a daily basis*. For large projects, you may choose to rent a dumpster and fence. Notify the office manager prior to renting any dumpster.

WASH-OUT / DISPOSAL: **NO WASH-OUT ON PROPERTY**. Grout, paint, mud or any other material ARE FORBIDDEN to be poured down any building drains, mop sinks, toilets, bathtubs or trash chutes. These need to be removed from the property and are the responsibility of the vendor to dispose of properly *off-site*. **NO PAINT BRUSHES OR OTHER TOOLS ARE TO BE WASHED OUT ON GROSVENOR PROPERTY. THIS IS GROUNDS FOR IMMEDIATE & PERMANENT REMOVAL.**

BREAKS / LUNCHES The staff breakroom is strictly prohibited. Breaks should be confined to the owner's unit. No vendors are permitted to wander any part of the building.

RESTROOMS: Vendors are to use the pool restrooms only. **NO ONE IS PERMITTED** TO USE RESTROOMS IN THE COMMON AREAS except for the pool restrooms. Respect the property and clean up after yourself.

RADIOS / MUSIC DEVICES / CELL PHONE USE: Workers are not permitted to bring radios or other devices that will create any disturbance to unit owners or others. Cell phone usage is to be kept to a minimum when on the clock. Do not bill the owner for your time on your cell phone.

DRILLING: Prior to drilling or moving fixtures in ceiling or floor concrete slabs (including lanais), the vendor MUST x-ray the area to ensure that post-tension cables, supports, electrical cables, water pipes or duct work will not be affected

SMOKE ALARMS / SPRINKLER SYSTEMS:

- **NEVER CUT or TAMPER WITH ANY FIRE/SMOKE ALARM WIRE. Before any work on the fire or sprinkler systems, contact Cintas 239-693-8722. They are the ONLY ones that can alter our alarm system in any way. Cutting or tampering with these wires will lead to heavy fines and permanent dismissal from our property.**
- Smoke / Fire alarms are required to be covered **WITH PAINTER'S TAPE ONLY** prior to interior work that can generate heavy airborne particulates. **Do not cover with plastic**, as this will set off the alarm system.
- The vendor will be held responsible for paying for any false alarm which imposes a fine of no less than $600.
- Any work needed on alarm systems must be approved by Grosvenor Management, put the system on "TEST MODE" and completed by the association's preferred vendor. **Cintas Fire Protection: 239.693.8722.** The contractor is responsible for all costs
- Be aware of fire alarm devices on ceilings in front of service elevator doors. If struck, the fire alarm will sound and the Fire Department will impose a fine. This fine will be charged to the contractor, along with all repair costs.

FIRE WATCHES: The vendor is responsible for any fire watches during the moving or repairing of fire sprinklers.

DUST / DEBRIS CONTROL: No work is permitted in the service hallways or service drive.

DEFECTS: Should a vendor discover a defect in a unit, they must notify the Building Manager immediately so the defect may be verified and corrected prior to completion of the project

NO SMOKING OR VAPING OF ANY KIND will be permitted on property by any vendor. Breaking any of these rules will be grounds for immediate and permanent removal from property.

CLEAN UP and DAMAGE: Clean-up is expected daily – vendors are responsible for removal and off-site disposal of all trash & debris – this includes sweeping up areas. Damage caused by vendors in any common areas (ie. hallways, elevators, garage, parking areas, etc.) will be their responsibility to repair at their own expense

DOOR / WINDOW REPLACEMENT: If a unit owner is planning to replace any windows or doors, you will need to sign that you have read and will comply with Rules and Regulations for SECTION 08520 – Window/Door Replacement Specifications. All door/window replacement shall be at the expense of the homeowner.

WATER SUPPLY PIPES: (SEE EXPLANATION PAGE) If the unit owner is planning to alter or expose the plumbing in a unit as part of an alteration (see Grosvenor Declaration of Condominiums, section 9, the unit owner will cause a thorough inspection of the lateral sanitary sewer pipe fittings and drain pipes in the unit by a competent engineer or plumber of record and report the inspection results to the Board of Directors as part of the unit owner's application to the board for approval to alter their unit. The same is required of the water supply pipes serving the unit.
Replacing the lateral fittings connecting the unit's sanitary sewer pipes to the vertical pipes is required during the alteration work unless replacement has been done since original construction of the building. All water supply pipes inside the unit must be replaced within the scope of work. All sanitary lateral pipes and pipe fittings connecting to vertical sanitary pipes must be replaced.

No sanitary pipes are to be touched by unit owner contractors, except to replace existing fittings. If plumbing alterations require new taps into vertical sanitary pipes, then the contractor making the taps is required to be **PRS** (Pipe Restoration Solutions: 1-800-652-7604) at the unit owner's expense. All sanitary pipes, except fittings and laterals have been professionally lined by SPT and have a warranty. Disturbing the lining can be very costly to correct, and all repairs will be at the unit owner's expense. Direct any questions regarding this policy to the Grosvenor manager before commencing any work that will involve vertical sewer drainpipes.

ENGINEERING WEIGHT LIMITS: (SEE EXPLANATION PAGE) Engineering limits the weight on unit slabs for proposed renovations and floor modifications to 12 PSF with an additional 8 PSF for additional materials (i.e. framing, drywall, conduit, etc.)

BALCONIES: Any work done on balconies must be specified in the application and approved. Any waterproofing will be as specified by TRC and performed by a contractor specializing in waterproofing concrete and approved by Grosvenor. The tiling of balconies is not allowed.

HURRICANE SHUTTERS: Shutter replacement must remain the same color as the rest of the building. They require mechanical fasteners, 304 stainless steel with neoprene compression gaskets and aluminum interface. Install and embed all fasteners in urethane Tremco Dymonic 100 sealant.

FLOORING UNDERLAYMENT: All Unit Owners who elect to install hard surface flooring material, such as tile, marble, wood, etc.… are required to install an approved sound underlayment material equivalent to ¼ inch of cork (such as *Proflex 90* or *Proflex MSC* – Mega Sound Control Membrane) and perimeter sound isolation material installed in accordance with the procedures as provided below. **Once the underlayment is down, reach out to the office to inspect. Do not proceed until the inspection is complete or you will be asked to remove the flooring so we can inspect.**

FLOOR REMOVAL: All major floor demolition requires the use of a floor removal or stripping machine used for rolling up existing tile or marble floor – chipping hammers are only allowed in limited space access, such as small areas or edge areas where the machine cannot get to. A possible vendor is Floor Demolition Specialist, Dale Miller: 239.728.4260 or a similar vendor with the same type of equipment.

- Written approval for proposed flooring is required by the Board of Directors or the Building Manager – stating the proposed hard surface underlayment material. The installed sound proofing must be inspected and approved prior to the install of the flooring
- Isolation Barrier – at the perimeter of the entire floor, and the periphery of all protrusions to that floor
  - Fiberglass board (6 – 15 pcf.) not less than 3/8 of an inch (9.525 mm) thick, to minimize flanking, should be used ¼ of an inch (6.35 mm) of the finish surface
  - Closed cell polyethylene foam (2.7 – 9 pcf) not less than ¼ of an inch thick (6.35 mm) may also be used as the perimeter isolation barrier
  - The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant; if the strips are too tall, they can easily be trimmed within the ¼ of an inch of the finished surface after the tile is grouted, thereby, keeping any hard residue out of the perimeter grout joints
- After the tile is set and grouted, additional time should be spent checking the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any of the mortar, bond coat or grout touching the wall or any protrusions that penetrate the floor.
  - Should any of the hard material from the installation make contact between the tile or the setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur
  - After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging
- A sealant is required at the perimeter of the entire floor and the periphery of all protrusions to that floor
  - This joint shall be ¼ of an inch wide (6.35 mm) from the finished top of the tile
  - This joint must be filled with an elastomeric sealant or an acoustical sealant – **hard grout is prohibited**
  - This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusions

- If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout
- Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile

REFRIGERATOR RELOCATION: In a power outage, the kitchen refrigerator will continue to run, due to the relay switch from the generator hooked up to that outlet. If you plan to move the refrigerator to another electrical outlet, the relay must also be moved, or the refrigerator will no longer run on generator power.

NO WANDERING / LOITERING: Workers are restricted to the unit they are working in. No wandering through the building or parking garage at any time.

UNIT OWNER FINAL PAYMENT: It is recommended that Unit Owners hold final payment, pending Grosvenor inspection of hall carpeting, walls, elevator entry casings and doors. The cost of all cleaning and repairs to these areas caused by the renovation will be passed to the unit owner.

IMPORTANT NOTE: ***Vendors are on the premises at their own risk and agree to indemnify and hold harmless the Grosvenor Condominium of Pelican Bay and Pelican Bay Community for any liability or damage which might arise in connection with their activities on our premises.***

BREAKING ANY OF THESE RULES WILL LEAD TO IMMEDIATE AND PERMANENT REMOVAL OF CONTRACTING COMPANY FROM PROPERTY.

☐ **I have read and will comply with the above Rules and Regulations for Vendors:**

Owners' Signature: _____ Company Name: _____

Contractor's Signature: _____ Date: _____

Owner Name & Unit Number: _____

Board of Directors' Section:

Check One Regarding This Application: ☐ **APPROVED** ☐ **DISAPPROVED**

Board Member's Signature: _____

Date: _____